

### Area Coordinator's Duties/Responsibilities

1. The Area Coordinator will assist the BSB Commander and BSB CSM in the accomplishment of housing duties and will coordinate matters between Building Coordinators in areas when appropriate. Area Coordinators will contact the soldier's unit commander to solve minor disciplinary problems and will provide the BSB CSM an information copy of action taken. In more serious cases, the Area Coordinator will forward the report to the AST Commander for actions.

2. Specific duties of Area Coordinator are as follows:

a. Ensure residents maintain a high standard of appearance and beautification in the housing area and encourage area beautification through self-help effort.

b. Ensure Building Coordinators perform their task according to this SOP.

c. Make recommendations to the BSB CSM concerning sponsors and their family member which should be removed from government controlled housing for reason specified in AR 210-50 with USAREUR Regulation 210-50 and AR 55-46.

d. Ensure where mayoral program exists, that community life mayoral elections are held at least yearly or within two weeks prior to the departure of the current mayor and assure continuous communication and coordination between community mayor's housing coordination chain of command.

e. Coordinate with the Building Coordinator to correct any deficiencies noted in the policing of the housing area grounds, parking areas, sidewalks and streets surrounding each building.

f. Ensure that Building Coordinators report to BOS, work order section, deficiencies in common areas that require maintenance and repair service. Common areas are laundry rooms, attics, storage rooms, stairwells, playgrounds, playrooms, halls, garbage areas, lawns, basements and parking areas.

g. Ensure that Building Coordinators conduct at least monthly inspections of their assigned buildings. Non self-help maintenance/repair deficiencies noted will be reported to the BOS, work order section. Potential fire hazards should be reported to the Chief of Fire Prevention and removed or corrected if possible.

h. Conduct a Building Coordinator's meeting at least every three months. A written copy of the minutes of the meeting will be forwarded to the BSB CSM.

### Building Coordinator's Responsibilities

1. Building Coordinator: Appointment will be as prescribed IAW BSB Policy Letter 5-18. Building Coordinators will report to their Area Coordinators within two working days after assuming responsibility.

a. The Building Coordinator is responsible for the following primarily duties:

(1) Formulate a Building SOP, so that all occupants are informed and understand their responsibilities. Furnish copy to Area Coordinator and the Housing Division.

(2) Appoint in writing the senior permanent sponsor of each stairwell as coordinator. Note, appointment will be for one year, regardless of subsequent assignment of a more senior occupant or unless relieved of duties for other unforeseen circumstances. A copy will be furnished to the Area Coordinator and BSB CSM.

(3) Designate an alternate Building Coordinator to assume responsibilities in the event of leave, TDY or prolonged field duty. Furnish copy to area coordinator.

(4) Conduct meeting with occupants and assign duties to accomplish programs which provide the highest standards of living conditions and community relations.

(5) Ensure that all sponsors and their family members are familiar with all housing regulations and policies for the community and building.

(6) At least monthly, inspect common areas, and take corrective action for deficiencies noted. Furnish copy of information report to the Area Coordinator.

(7) Assume accountability and responsibility for government owned washers and dryers, tools and equipment assigned to building.

(8) Inventory and sign for washers and dryers by serial number within three working days of appointment at Housing Division, Furnishings Management Branch.

(9) Orient newly assigned occupants within 72 hours after their assignment to building, on the procedures governing occupancy of government controlled quarters.

(10) Provide the Area Coordinator with a listing of all occupants in the building. The list will be updated monthly. Provide copy of list or "no change" to BSB CSM.

Building Coordinator's Responsibilities (cont'd)

(11) Report necessary repair work requirements in common areas to the BOS, work order section.

(12) Coordinate the policing and cleaning of common areas with Stairwell Coordinators.

(13) Ensure that electrical distribution and heat exchange rooms are not used as storage rooms under any circumstances. This area should be locked and controlled by the DPW.

(14) Conduct monthly fire prevention inspections, per AE Form 1457 provided by the Community Fire Department instructions.

(15) Inspect at least monthly common areas, maid's rooms and storage areas to insure elimination of fire, health and safety hazards.

b. Additional duties:

(1) Report privately owned vehicles belonging to U.S. personnel that do not bear USAREUR license plates or are apparently/obviously abandoned to the local Provost Marshal, so that appropriate action is taken.

(2) Specify a designated parking space for each family if not already designated. Place work order through Housing to have the spaces marked if necessary.

(3) Schedule use of common areas such as laundry, drying and playrooms to insure equitable availability to all occupants of the building. Drying and laundry rooms should not be utilized between 2200 to 0700 hours.

(4) Report to Housing Division, Furnishings Management Branch, the need to have government furniture abandoned in the basement storage areas picked up. Assure occupants do not store government furniture in basement storage areas.

(5) Report in writing to the Area Coordinator, BSB CSM and Housing Division, unauthorized or unregistered personnel discovered in or occupying maid's rooms or maid's area of family quarters, or any other misuse of these facilities. Children or other family members of housing occupants are not authorized to live in the maid's rooms or in the basement.

(6) Ensure that snow and ice are removed from the entrance steps and sidewalks.

Building Coordinator's Responsibilities cont'd

(7) Institute energy conservation/resources conservation practices in common areas, like turning off lights when not needed, closing doors/windows during cold weather and cautioning occupants on conservation as needed.

(8) Assure laundry rooms are kept clean and are not used for storage areas.

c. Complaints: In general, problems or complaints arising as a result of community living can be resolved at the coordinator level. The following procedures will be adhered to:

(1) Soldiers will review all current directives to determine policy guidance.

(2) Soldier should submit his/her problem or complaint to the Stairwell Coordinator for resolution first.

(3) Unresolved problems will be submitted in writing to the Building/Area Coordinator.

NOTE: Complaints which cannot be resolved at Area Coordinator's level will be referred to the BSB CSM, with a copy of the complaint initiated by the soldier, and endorsed by each individual in the chain of responsibility. Complaints will also contain recommendations concerning possible solution as well as actions taken prior to submission.

(4) Complaints based on unsanitary or other unsatisfactory building conditions in family housing controlled quarters, which cannot be resolved in the housing area chain of responsibility, will be reported in writing to the BSB Housing Division, Facilities Management Branch with all available information. In cases of this nature, the unit commander of the violator of the complaint will inspect these quarters along with appropriate Housing Division representatives and/or Preventive Medicine Service representatives.

2. The Building Coordinator should be cognizant of all matters that may impact on the appearance of his/her building and area of responsibility.

3. Prepare and post a fire plan on building/stairwell and floor bulletin boards and ensure all building occupants are thoroughly familiar with evacuation procedures.

4. Make on the spot corrections of careless or negligent acts and unsafe conditions noted that may cause fires or hinder escape in case of fire.

Building Coordinator's Responsibilities cont'd

5. Ensure building occupants know what is expected of them to extinguish the fire with available equipment and when to evacuate the building and notify the fire department.
6. Report all fire hazardous conditions requiring immediate correction to the BOS work order section and DPW Fire Marshal as appropriate.
7. Ensure that the municipal fire department servicing Leased Housing area telephone number is properly posted.
8. Building Coordinators will insure that all building fires, regardless of size or damage effect, are reported to the Fire Department without delay.

### Stairwell Coordinators Responsibilities

1. Comply with policies outlined in this SOP and other instructions as issued by BSB CSMs, Area and Building Coordinators.
2. Maintaining a stairwell information area containing items of common interest to all occupants of the stairwell. The following items are required to be posted:
  - a. SOP for building.
  - b. Any instructions issued by BSB CSM or Area Coordinators.
  - c. Current list of names for the BSB Commander, BSB CSM, Area Coordinator, Building Coordinator/Assistant Building Coordinator and Stairwell Coordinator.
  - d. Building fire plan.
  - e. Occupant responsibilities pertaining to common area and stairwell coordinator.
3. Assist stairwell occupants in resolving complaints/disputes. If problems cannot be solved, refer matter to Building Coordinator.
4. Carry out any additional duties which may be announced by your Building/Area Coordinator, BSB CSM, Director of Public Works and Housing Division.

## Fire Prevention Inspection/Reporting

1. Fire prevention inspections are to be conducted monthly by the Building Coordinator or the designated representative to be known as the Building Fire Marshal. Building Coordinators are to provide the Building Fire Marshal's name to the DPW Fire Marshal if the selectee is other than the Building Coordinator. Buildings Fire Marshal's name will be posted on each stairwell/floor bulletin board for general information. AE label 22 (Fire Directory Card) will be completed and affixed to the bulletin board. The general purpose Fire Prevention checklists will be completed monthly by the Building Fire Marshal in accordance with AR 420-90, paragraph 6-7, and USAREUR Supplement 1 and forwarded to DPW Fire Marshal NLT the fifth working day of each month. For assistance check listed regulations or contact DPW Fire Marshal.

2. Hazards and violations most commonly encountered during fire inspections in housing areas are as listed below:

- a. Leaving ranges unattended while cooking.
- b. Children playing with matches and lighters.
- c. Improper use and installation of electric appliances.
- d. Accumulation of litter, refuse, flammable liquids and combustible materials in rooms, store rooms, attics and cellars.
- e. Children left unattended.
- f. Bridging and bypassing of fuses.

3. Building Fire Marshal's responsibilities:

- a. Prepare and post a fire plan on building/stairwells and floors bulletin boards and ensure all building occupants are thoroughly familiar with evacuation procedures.
- b. Make on the spot corrections of careless or negligent acts and unsafe noted that may cause fires, and hinder escape in case of fire.
- c. Ensure building occupants know what is expected of them to extinguish the fire with available equipment.
- d. Report all fire hazardous conditions requiring immediate correction to the BOS work order section and DPW Fire Marshal as appropriate.
- e. Ensure that the municipal fire department telephone number is properly posted servicing that Leased Housing area at your immediate locality.

Fire Prevention Inspection/Reporting (cont'd)

f. Building Fire Marshal will ensure that all building fires, regardless of size or damage are reported to the Fire Department without delay.